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SUBSIDIZED CHILD CARE SERVICES ADMINISTRATIVE LETTER NO. 2-09

TO: Directors of County Department of Social Services
Directors of Local Purchasing Agencies

FROM: Deborah J. Cassidy 

ISSUED: September 18, 2009

SUBJECT: Expanded Post-Secondary Education and Job Training Policy

The Budget Bill for State Fiscal Year 2009-2010 included Special Provision language to increase the time limit for post-secondary education and job training from 24 months to 36 months. The Division has developed temporary policy to implement the expanded time for eligible parents or responsible adults. The increased education time limit is effective July 1, 2009, as specified by the General Assembly in Session Law 2009-451 and ends June 30, 2010 services month unless otherwise communicated by the Division. The expanded education and job training policy is provided below.

Parents or responsible adults who experienced a job lost on or after or after October 1, 2008, or otherwise need additional education or training to better their marketable skills for job placement due to the current economy and meet all other eligibility requirements for the Subsidized Child Care Program can receive child care services. Furthermore, parents who have expended the 24-month allowable education time are eligible to apply for child care services to continue post-secondary education or job training for additional 12-months. The expanded policy applies to parents or responsible adults currently receiving services or making application. However, it does not apply to parents or adults who have a degree or enrolled in graduate or post-graduate studies.

Child care staff should work with the parent to establish an appropriate plan of care based on the family's needs to support the number of hours needed to attend class, study time and travel time to and from school. The need and fund source codes for post-secondary education and job training are provided in Appendix F in the Subsidized Child Care Services Manual. In addition to tracking the twenty-four months for post-secondary education and job training, child care staff will track educational time up to 36 months.

The provision of child care services are contingent on the availability of subsidy funding in the county. Counties without a waiting list will serve parents who are eligible for the expanded post-secondary education policy when subsidy funding is available. However, when a waiting list is established, the names of children whose parents are eligible for the expanded education and job training policy must be added to the list. Local purchasing agencies (LPA) should review their local policies that address subsidized child care services to support post-secondary education and job training. The LPA may amend local policies to include certain requirements such as a class schedule and/or grades. Child care staff may require documentation for the case file that job placement has been unsuccessful in parent's current area of expertise or degree. Child care staff can access options for local policies in Chapter 22 of the Subsidized Child Care Services Manual.

Child care staff can issue time limited child care vouchers when non recurring or one-time funds are used to pay for child care. Children on the waiting list who receive child care services through the time limited voucher are not removed from the list. The policies in Chapters 2; 4; 9 and 10 of the Subsidized Child Care Services Manual must be followed when time limited vouchers are issued.

LPA's can use Non Smart Start, American Reinvestment and Recovery Act (ARRA) and local subsidy funds to pay for child care services to support the expanded post-secondary education and job training policy for eligible families. However, the availability of fund source 65 (ARRA) begins with September services month. Furthermore, local Smart Start funds can pay for child care services to support the expanded education policy. The activity should be included in the Memorandum of Understanding (MOU) between the LPA and the local Smart Start partnership.

If you have questions about the expanded post-secondary education and jobs skills training policy, please contact your Subsidy Services Consultant.

DJC/AB

cc: Child Care Coordinators
NC Partnership for Children, Inc.